



COMMONWEALTH of VIRGINIA

Office of the Governor

Mark R. Warner
Governor

William H. Leighty
Chief of Staff

MEMORANDUM

To: Heads of Executive Branch Agencies and Institutions of Higher Education

William H. Leighty, Chief of Staff to the Governor

A handwritten signature in black ink, appearing to read "WHL", written over the typed name of William H. Leighty.

May 16, 2002

Subject: eVA, Virginia's Electronic Procurement System

Virginia has taken a big step towards more efficient and cost-effective purchasing through the use of technology. eVA is a statewide electronic procurement solution that will enable agencies and institutions to purchase goods and services over the Internet and to do so faster, easier, and cheaper. It will allow us to collect valuable data to leverage the Commonwealth's buying power. Electronic procurement is a high priority for Governor Warner and I am directing each Executive Branch agency and institution to use eVA to the fullest extent possible.

Many agencies have significant investments in enterprise resource planning (ERP) systems, and they are certainly not being directed to abandon them. Rather, all agencies and institutions are expected to utilize eVA through one of the following options:

- Agencies with ERPs can process purchases using their ERP procurement tools, but must send all purchase orders electronically to vendors through the eVA Internet portal.
- Agencies with ERPs can also choose to process purchases using the eVA procurement tools and electronic order delivery to vendors.
- Agencies without ERPs can use eVA as their total procurement and electronic order delivery system.

eVA gives the Commonwealth "one electronic procurement face," enabling all agencies, institutions, localities, and vendors to participate in electronic procurement. All procurement solicitations are to be posted on the eVA Internet portal starting July 1, 2002, as required by the *Code of Virginia §2.2-4301*, and the portal is to serve as the single vendor registration system for agencies and institutions.

I have directed the Department of General Services (DGS) to assist each agency and institution as needed and to report to me periodically on both progress and utilization of the system. I have further delegated to the Director of DGS the authority to make temporary exceptions to the directive set forth in this memorandum on a case-by-case basis.

The governor and the legislature are committed to the success of this project, as evidenced by the actions taken in the recent regular and reconvened General Assembly sessions. It is therefore incumbent on all state agencies and institutions to work toward that same goal.